

DOCUMENT/RECORDS INSPECTION REQUEST FORM
DEPARTMENT OF INSPECTIONS, PERMITS & LICENSES

Address Requested For Review: _____

Identification Of Person/Party Requesting Review:

Name(s): _____

Address: _____

Phone: (____) _____

Is Person Requesting The Review A Representative Of The News Media?

☐ NO ☐ YES Representative For: _____

Reason(s) For Request:

Document(s) Requested For Review: _____

Signature: _____ Date: _____

Verified By: ☐ Driver's License ☐ Other Identification: _____

APPROVAL REVIEW/FOR DEPARTMENT USE ONLY

Received By: _____ Date: _____

Supervisor/Manager: _____ Date: _____

☐ Approved for review/disclosure of information

☐ Forwarded to IPL Assistant Director for Approval Review

IPL DEPARTMENT: ☐ Approved For Release ☐ Release Denied

Signature: _____ Date: _____

LAW DEPARTMENT: ☐ Approved For Release ☐ Release Denied

Signature: _____ Date: _____

Signature: _____

Reason(s): _____

_____ Copies @ .10 cents per copy + _____ Mailing Cost = - _____ Charged

INFORMATION DISCLOSURE POLICY

DEPARTMENT OF INSPECTIONS, PERMITS & LICENSES

Requests for inspection of public documents shall be made in writing to the Director of Louisville Metro Department of Inspections, Permits & Licenses, 444 S 5th Street, Ste 100, Louisville, KY 40202. The Director or his designated representative shall authorize or deny inspection of public documents pursuant to the following policies:

1. Inspection of public documents shall only be made in the presence of authorized personnel of the Department of Inspections, Permits & Licenses.
2. Requests for inspection or copies of public documents for other than general release will first be reviewed by the appropriate division manager and then forwarded to the Director of the Department of Inspections, Permits & License, or his designated representative, and/or the Louisville Metro Department of Law, for final approval or denial.
3. Under normal circumstances, access to public records will usually be provided within three (3) days (except Saturdays, Sundays or legal Holidays) after receipt of request for such access; or, in the event of a determination that the public document is subject to inspection only upon order of the court, notification of such determination will usually be made within three (3) days (except Saturdays, Sundays and legal holidays). Notification shall be made in the manner provided for by KRS 61.880.
4. Copies of releasable public documents will be provided at a cost of ten cents (\$.10) per page, plus additional mailing costs, if any. Payments for copies shall be made to the cashier.